

It is requested by NOAA Facilities Management that in order to minimize disruption, employees should limit working on the designated floor between the hours of 6 PM to 6 AM.

If you have any questions or concerns during this endeavor, please call Wendy Pulliam or Philip Faber on 301-713-2227.

A Cubicle “Do”



A Cubicle “Don’t”



SSMC II

Carpet Replacement Project



This brochure is to provide you with information regarding the SSMC II carpet replacement project and your responsibilities. Foulger Pratt will begin to replace the carpeting in SSMC II on September 27, 2002, working one floor at a time, beginning with the 3rd floor and working their way up to the 18th. The first and second floors will be carpeted after the completion of the 18th floor. You will be notified by e-mail one week before your area is scheduled to be carpeted. The work will be performed after hours between 6 PM and 6 AM every weekday, and weekend evenings.

Three storage crates will be provided to you one week in advance. Please label your crates clearly with your name and cubicle number written in large bold letters. You will have two days to unpack your storage crates. You must be packed by 4 PM the day that your area is scheduled to be carpeted.

The top two shelves within the five drawer lateral files and the contents of open shelves in common areas will be packed and moved by Foulger Pratt. Please remove any items that are sitting on top of the lateral files.

The current broadloom carpet will be replaced with Milliken carpet tiles. NOAA has instructed Foulger Pratt to store the carpet off site to allow for off gassing. These carpet tiles are "green carpet" certified, and meet the standards of the General Service Administration's Facilities Standards for Public Buildings Service requirements. The tiles also meet the rigid environmental standards of the Carpet and Rug Institute. All Milliken carpet backings are PVC free, eliminating potential chemical reactions with existing flooring adhesives.

In order to replace the existing carpet, Foulger Pratt will lift the systems furniture 1 1/2 inches above the floor. To enable this lifting, there are certain things you must do.

Do . . .

- Remove and store all items from the floor e.g. loose documents, reference materials, and boxes.
- Remove everything from the following: file cabinet tops, open shelving, systems furniture tops, drafting board surfaces, and computer monitor tops.
- Clear all workstation surfaces of any fragile or irreplaceable items such as photos, coffee mugs, or mementos.
- Close and lock flipper/overhead doors in your work area. If they don't close completely, please remove materials until they do.
- Lock all two drawer lateral and pedestal filing cabinets (pedestal files are the small two or three drawer file cabinets that match your Herman Miller systems furniture).
- Remove and box all items from panel dependent multistack bins.
- Turn off all computers, printers, fax machines.
- Tag and relocate all plants to outside the work area.
- If you have a personal attachment to your workstation chair please tag it with your name to ensure we return it to its original location.
- If you have an abundance of freestanding units within your workstation such as mobile files, book cases, etc., please make a quick drawing of their placement within your workstation to ensure that they are returned to their original location. Leave this drawing on your workstation desktop.
- Unpack your storage crates within two (2) days of carpet replacement completion in your area. When you are finished unpacking, place the crates outside of your cubicle to enable Foulger Pratt to easily retrieve them.

Don't...

- Don't remove telephones.
- Don't empty desks or contents of any desk drawers.
- Don't empty your personal flipper/overhead cabinets.
- Don't empty pedestal filing cabinets.